Ritapos Academy
Control Form

Hiring Document Checklist

Human resources · Event-based

Candidate details

Business name

Full name

Role

Start date

Hiring manager

Ritapos username

Document confirmation

Question	Yes	No	Initials	Notes
Was a copy of the identity document collected?	☐	☐		
Was proof of address collected?	☐	☐		
Was a contact phone number recorded?	☐	☐		
Was a health report or hygiene certificate collected?	☐	☐		
Were bank account details collected?	☐	☐		
Was an emergency contact recorded?	☐	☐		
Was the social security employment declaration submitted?	☐	☐		
Was the data protection notice signed?	☐	☐		

System access and issued items

Question	Yes	No	Initials	Notes
Was a Ritapos user created?	☐	☐		
Does the role match the job?	☐	☐		
Is the PIN or password unique to the person?	☐	☐		
Were the apron, card, and locker issued?	☐	☐		
Was an orientation form opened?	☐	☐		

Missing documents and deadline

Signature

Responsible person's signature

Employee signature

Date

This form is a checklist for training purposes. It does not change your municipal, food registration, or occupational health obligations. Confirm local requirements in writing.